

Chapter 4 - Clerk Contacts

April 2006

The primary functions of this module are to lookup and maintain information about Clerks. In addition you can store other clerk contact information. A Clerk Contact is someone who works in the clerk's office and performs one or more clerk-related functions or "Roles". This module is used to define one or more clerk contacts for each clerk's office, along with critical details such as phone number, mailing address, and E-Mail address, etc. Each contact can then be assigned one or more role. The Training Accreditation feature allows the state to track the training level of each clerk contact.

County	Jurisdiction	Name
ALCONA	ALCONA TOWNSHIP	LALONDE, DAWN
ALCONA	ALL	TRUMAN, PATTI
ALCONA	CALEDONIA TOWNSHIP	TIMM, HELEN
ALCONA	CURTIS TOWNSHIP	PERKINS, TERESA
ALCONA	GREENBUSH TOWNSHIP	WINTER, ART
ALCONA	GUSTIN TOWNSHIP	CORDES, BRENDA
ALCONA	HARRISVILLE CITY	SANDERSON, KAREN
ALCONA	HARRISVILLE TOWNSHIP	JAMIESON, ROGER
ALCONA	HAWES TOWNSHIP	WILBURN, MARIAN
ALCONA	HAYNES TOWNSHIP	SCHEFFERLY, SHARON
ALCONA	MIKADO TOWNSHIP	SANDS, RITA
ALCONA	MILLEN TOWNSHIP	COX, GWENDOLYN
ALCONA	MITCHELL TOWNSHIP	CROSS, WARREN
ALGER	ALL	FROBERG, MARY ANN

The **Clerk Contacts** screen is a computerized Rolodex. In addition to being a complete list of all city, township and county clerks, you can use this screen to maintain addresses, E-mail addresses and phone numbers for anyone. You can also generate mailing labels for the complete contacts list.

Adding a contact

Clerk Contact

Details Label Site Info OK Cancel Help

County: ALGER Jurisdiction: ALL

Last Name: [Text Field] First Name: [Text Field]

Title: [Text Field]

Address: [Text Field]
[Text Field]

City: [Text Field] State: [Dropdown] Zip Code: [Text Field]

Phone: [Text Field] Fax: [Text Field]

E-Mail: [Text Field]

Roles:

- ☐ CLERK
- ☐ CLERK ASSISTANT
- ☐ ELECTION DIRECTOR
- ☐ PRIMARY QVF USER

Training Accreditation

Last Trained On: [Text Field] ☐ Verify Verify Reason

Dual-County Jurisdiction: No Managed by County: No

Actions	Result
From the Data Maintenance menu select Clerk Contacts .	The Clerk Contacts screen is displayed along with a list of your contacts.
Enter the Region (county or jurisdiction).	Region type will appear.
Enter the correct county or jurisdiction from the dropdown menu.	The county or jurisdiction will appear.
To add a contact, click on the [New] button.	The Clerk Contact screen (shown above) is displayed.
Check the appropriate title for the person you are adding.	
Complete the information to be stored.	
Click [OK] .	The new contact is saved and you are returned to the Clerk Contacts screen.
To change information on a contact, highlight the name and click on the [Edit] button.	The Clerk Contact screen is displayed
Make changes to the contact information and click on the [OK] button.	The changes are saved and you are returned to the Clerk Contacts screen.

Deleting a contact

Actions	Result
To delete a person from the contacts list, check the appropriate title under [roles] highlight the name and click on the [Delete] button.	The name is removed from the list of contacts.

Michigan Qualified Voter File - [Clerk Contacts]

File View Reports Sys Admin Data Maint. Window Help

Clerk Contacts

Edit New Delete Details Label Close Help

County: ALCONA (01) Jurisdiction: (ALL)

Roles:

- ☒ CLERK
- ☐ CLERK ASSISTANT
- ☒ ELECTION DIRECTOR
- ☐ PRIMARY QVF USER

Training Accreditation On or Before:

☐ Verify Status

Search

County ▲1	Jurisdiction ▲2	Name ▲3	TR. Date	V ▲
ALCONA	ALCONA TOWNSHIP	LALONDE, DAWN		N
ALCONA	ALL	PRENGER, SANDY		N
ALCONA	ALL	SIMMONS, GAYLE		N
ALCONA	CALEDONIA TOWNSHIP	TIMM, HELEN		N
ALCONA	CURTIS TOWNSHIP	KAROLY, GWEN		N
ALCONA	GREENBUSH TOWNSHIP	WINTER, ART		N
ALCONA	GUSTIN TOWNSHIP	WALLENMAIER, GAIL		N
ALCONA	HARRISVILLE CITY	SANDERSON, KAREN		N
ALCONA	HARRISVILLE TOWNSHIP	JAMIESON, ROGER		N
ALCONA	HAWES TOWNSHIP	WILBURN, MARIAN		N
ALCONA	HAYNES TOWNSHIP	SCHEFFERLY, SHARON		N
ALCONA	MIKADO TOWNSHIP	SANDS, RITA		N
ALCONA	MILLEN TOWNSHIP	COX, GWENDOLYN		N
ALCONA	MITCHELL TOWNSHIP	WILDFONG, WILBUR		N

Test Version 2.11.13

Printing a Contact List/Labels

Actions	Result
To print a list of your contacts, go to the Reports Menu. Click on the [Clerk Contacts] button.	The Clerk Contacts Report screen is displayed.
Enter the Region (county or jurisdiction).	Region type will appear.
Enter the correct county or jurisdiction from the dropdown menu.	The county or jurisdiction will appear.
Choose <u>Listing or Labels</u> .	
In the upper left hand corner of the reports screen (as shown below), click on the icon to <u>Preview</u> , <u>Print Now</u> , <u>Print to file</u> or <u>Print Later</u> .	Depending on your choice, the report will do as requested.
Click [Close].	You are returned to the Main Desktop .

